

Uniform/Dress Code – Current City Language

9.16 Uniform Allowance

The City requires employees for all departments to wear a designated uniform. The City will either provide the employee with a uniform allowance with which the employee may provide and maintain their own uniforms or some uniform items may be provided by the City.

The requirements for the respective departments are as follows:

Office

Navy blue pants or skirt; white or light blue button-down shirt with a collar (with patch); navy blue, green, light blue, or white button-down sweater (with patch). Office staff may sign up to opt-out of the uniform requirement and forfeit the annual allowance, however, business casual wear (as determined by City Administrator) is required. Annual uniform allowance: \$435/year.

Public Works and Wastewater Treatment

Navy blue pants (non-denim), lined or unlined, navy blue jackets, light or heavy (with patch), light blue, long or short sleeved shirt with collar, cotton or flannel (with patch) or t-shirts (with patch) – all City provided; steel toed work boots or shoes up to \$100.00 annually and winter coat or coveralls up to \$100 every 2 years, both reimbursable.

Police

Navy blue pants (no stripe); navy blue shirt (summer and winter); navy blue or black jackets (summer and winter); navy blue or black hat and cap; tie; gloves; footwear; raincoat; vest; scarf; belt.

Liquor

Employees of this department will be provided with smocks or polo-type shirts, t-shirts and sweatshirts that are to be worn at all times. Each employee will be provided with a reasonable number of these shirts and it is the employee's responsibility to maintain these shirts in a clean and untattered appearance. The City will replace the shirts as they become worn. The employee is required to wear black, dark blue, gray or khaki-beige full-length pants that are intact with no noticeable rips, tears, or unsewn hems. The employee is also required to wear an intact shirt with no noticeable rips, tears, or unsewn hems under the smock-shirt. Employee provided shorts of a conservative length or long pants are allowed. Required footwear will be traditional shoes and socks for employee safety.

LMC Model Policy Language

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

The city of _____ Dress for your Day policy allows for non-uniformed employees to use their best judgment when deciding what to wear to work every day, with some basic guidelines. The idea is that each employee should consider what their workday looks like and dress accordingly.

For example, employees are allowed to wear casual clothing on workdays when they do not have meetings with residents or other outside third parties. Employees are still expected to wear clothing appropriate for an office environment, and traditional business attire is always acceptable.

There may be days when residents or visitors are expected at city facilities and all staff may be required to forgo Dress for your Day and required to wear business casual or business attire. These days will be announced in advance so employees can plan accordingly.

In all instances, clothing and appearance must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with _____ (Administration, HR or manager).

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Shorts
- Overalls
- Very short skirts
- Shirts with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, Crocs shoes

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Administrator or Finance Director/Human Resources Manager to obtain approval to deviate from this policy.

Recommended Dress Code/Uniform Allowance Language

Departments shall establish dress codes for employees as part of departmental rules and consistent with the City's past practices. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

In all instances, clothing and appearance must be neat, clean, not ripped, heavily frayed or worn, and not expose an excessive amount of skin.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult with the City Administrator or Finance Director/Human Resources Manager.

- Clothing and/or accessories that include offensive/inappropriate images or words, including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Shorts
- Overalls
- Very short skirts
- Shirts with writing or large logos (unless city or affiliated business organization logo)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, Crocs shoes

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing. Weather permitting, employees may wear capri pants consistent with the standards for jeans. City Hall employees may only wear jeans on Friday if accompanied by a city logo'd top, the remaining days of the week the clothing standard is business casual.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Administrator or Finance Director/Human Resources Manager to obtain approval to deviate from this policy.

To promote the City and ensure, where appropriate, employee safety, the City will either provide tops with the City's logo or a uniform allowance consistent with the following:

City Hall:

Two (2) tops selected from a set of products identified by the City. Employees are encouraged to wear said clothing when attending meetings outside of the City or on Fridays with jeans.

Liquor Store:

Two (2) tops selected from a set of products identified by the City. In addition to jeans or capris as noted above, Liquor store employees may wear shorts of a conservative length.

Public Works:

Employees will be reimbursed up to \$100 annually for steel-toed work boots or shoes. Further, they will be reimbursed up to \$100 every two (2) years for the purchase of a winter coat or coveralls.

Police:

Refer to the current union contract for the uniform allowance and the Department Employee Manual for dress code standards.